

## PERFORMANCE WORK STATEMENT

### Attachment 1

The Contractor shall provide all labor, supervision, materials, supplies and equipment necessary to perform custodial and related services in accordance with this statement of work. All work shall be performed at the "Historical" Internal Revenue Service's Main Headquarters Building at 1111 Constitution Avenue NW, Washington DC.

This Facility and its grounds contain approximately 1,000,000 square feet of space including, but not limited to, executive offices, administrative offices, Automated Data Processing rooms, hallways, lobbies, restrooms (public and private), a Day Care Center including a playground, a Health Center, a fitness center, joggers facilities, a law library, mail room, credit union, travel office, cafeteria dining area (does not include kitchen, serving area or check out), Snack Bar (common area), Security Command Center, K-9 office, Guard's Booths, operations and maintenance centers, attic, basement and sub-basement, loading dock, service courtyard, courtyards, parking garage, exterior grounds, moats, sidewalks and balconies.

## 2 APPLICABLE DOCUMENTS

2.1 The contractor, its employees and any subcontractors shall adhere to all Occupation Safety and Health Administration (OSHA) rules and regulations. The contractor shall also comply with any other Federal, State and local laws that may pertain to this contract. The contractor shall notify the Government in writing of any changes necessary in supplies, procedures or practices in order to comply fully with OSHA rules, regulations or laws.

2.2 MATERIALS OR SUPPLIES SHALL NOT BE USED IN PERFORMANCE UNDER THIS CONTRACT OR PLACED/STORED ON GOVERNMENT PROPERTY UNTIL THE APPLICABLE MATERIAL SAFETY DATA SHEETS (MSDS) FOR ALL PRODUCTS AND MATERIALS HAVE BEEN APPROVED BY THE Contracting Officer's Technical Representative (COTR). Employees shall be informed of this information in accordance with the OSHA "Hazard Communication Standard."

3 The contractor shall maintain 2 separate binders for the MSDS sheets, the first for Housekeeping cleaning supplies and the second for Pest Control products. These binders shall always be current and readily accessible to all contractor personnel. The Project Manager (PM) shall advise the COTR of the location of these binders and provide the COTR with two (2) duplicate sets to be updated at all times.

## 3 DEFINITIONS

*The following definitions shall apply to and be used in performing and then inspecting all daily and periodic work.*

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## 3.1 CLEAN

Regardless of the item, fixture, area, surface, etc., to be cleaned and the use of the approved cleaning supplies to be used, it shall be free from dirt, dust, stain, impurities, blemishes, buildup, rust, mold, encrustations, smudges, cobwebs, grease, oil, fingerprints, trash, debris, scuff marks or any foreign matter, streaks, water spots, splash marks and free of foul odor. The contractor shall ensure that the act of cleaning does not cause any damage.

## 3.2 CLINICAL CLEAN

This terminology shall consist of the same definition of “Clean” only using a Government approved disinfecting type cleaner to cleanse surfaces of harmful microorganisms. For the Health Center and the infant room in the Daycare Center, this includes the industry practice of cleaning the Centers as if they were a hospital.

## 3.3 POLICE OR POLICING

Policing shall consist of clearing an area named in the Periodic and Daily Cleaning Task Chart of trash and debris. For the restrooms, Health Center, Cafeteria, Snack Bar and Daycare Center, policing includes emptying the trashcans and replacing the liners. Policing also includes wiping down or dusting obvious blemishes/marks on fixtures, furniture, mirrors, doors or glass, replenishing supplies in restrooms and damp mopping floors.

## 4 SERVICES REQUIRED

4.1 The contractor shall provide all materials, cleaning and office supplies (for the contractor’s office), and equipment (except as otherwise provided by the Government), and shall plan, schedule, coordinate, supervise and assure effective performance of all services described herein and in the Attachments. The contractor shall obtain COTR approval prior to using or purchasing any supplies, equipment or material in the facility. For consumables (e.g., hand soap, paper towels, body shampoo, toilet paper, toilet seat covers, Bad Air Sponges, hand sanitizer, etc.), the contractor shall submit samples for approval to the COTR *prior* to placement for use. Within 30 days from the start of the contract, the contractor’s shall place (at the COTR’s direction) and stock hand sanitizer dispensers in all restrooms, daycare center, health unit, fitness center, jogger showers and various other locations the COTR deems necessary. Once the COTR approves the samples, the contractor shall not make any substitution(s) unless COTR approval for the substitute is obtained first. The contractor is encouraged to bring any green industry improvements to the COTR’s attention and the Government reserves the right to request change of products at anytime, upon giving the contractor 30 calendar days notice to deplete existing stock.

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4.2 The contractor shall only use HEPA vacuum cleaners inside the building (NO pack back types, up right only) in performing work under this contract (the only exceptions are wet vacuum for picking up water spills/floods and the outside “Billy goat”). All vacuum cleaners shall be designed for commercial use and abuse. Filters shall be changed in accordance with the manufacturer’s recommendations, but no less than 90 calendar days. A sample vacuum cleaner shall be tested on site for the COTR and the filtration specification sheet shall also be given to the COTR prior to his approval of the vacuum. Office vacuums shall be maintained in good working order and be as quiet as possible at all times.

4.3 The contractor shall provide all of the services described herein and in the ***Periodic and Daily Cleaning Task Chart (Attachment #5)*** at a minimum, in accordance with the frequencies and quality standards stated. Also included are Government issued “Work Tickets” as well as verbal directions from the COTR or his designated Assistant(s). The contractor shall establish and submit all cleaning schedules necessary to meet the requirements of this contract to the COTR a minimum of seven calendar days prior to the anticipated effective date of the schedule. All contractor employees shall use the freight elevators when taking their cleaning carts/equipment to a floor unless otherwise directed by the COTR. The contractor shall not use passenger elevators to transport cleaning carts or other equipment.

4.4 The Facility to be serviced is described in ***Building Information*** the figures contained in Attachment #3, are approximate estimates of building statistical data. The contractor is solely responsible for verifying all dimensions, quantities, and existing conditions.

4.5 The contractor shall provide daily trash removal from all receptacles, anywhere on the premises, debris removal (as required) and snow removal (whenever it snows or ices up).

4.6 The contractor shall provide window washing (including the window sills and Bomb Blast windows) once a year. **The contractor shall be responsible for taking down and re-hanging blinds that may in the their way** to ensure the inside of any Blast and interior windows are cleaned as scheduled in the Periodic and Daily Cleaning Task Chart. *This service shall be included in the contractor’s Basic Services price.*

4.7 The contractor shall furnish a **35 cubic yard self-contained trash compactor** that shall fit on the existing platform in the Service Courtyard. It shall be emptied and returned daily before noon, Monday through Friday (excluding federally observed holidays and any days the Federal Gov’t closes due to inclement weather). The contractor shall police the area around the trash compactor at all times. The government will provide the lift, however, the contractor shall be held responsible to ensure no damage occurs to the lift from abuse or negligence by their personnel or their subcontractor delivering/picking up the compactor. The contractor shall take responsibility to ensure the platform and guide rails on which the compactor sits is properly maintained. The outside of the compactor shall be re-painted yearly.

4.8 The contractor shall remove “debris” from the debris cage located on the loading dock and shall ensure that debris is never allowed to overflow onto the dock. Debris is defined as **anything** so long as it is *not a liquid or toxic substance*.

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4.9 The contractor shall separately itemize each pickup for trash and debris by: type of pickup, date, weight/volume and cost. *The contractor shall submit the rates on the sub-contractors letterhead for COTR approval 7 days prior to the start day.* The contractor shall invoice the government monthly for the costs of trash (in tonnage) and debris (in cubic yards) pickup. Before approving the monthly invoice, the government reserves the right to require the contractor to provide the original tickets; otherwise, the contractor shall submit a copy of the tickets with their monthly invoice. Dump fees, trip costs, trash compactor rental fees and any other “fees” shall be submitted and proposed as indicated in Section B as either “Trash Pickup” or “Debris Pickup”. The government will reimburse the contractor “at cost” for these services.

4.10 The contractor shall provide “minor” maintenance and up keep in restrooms, areas with sinks/kitchenettes, offices and other COTR directed locations (e.g., installing “stand alone” soap dispensers, repairing existing under the sink soap dispensers, paper towel dispensers, body shampoo dispensers, fitness equipment disinfecting wipes, Bad Air Sponges etc.) All items shall be approved by the COTR before being placed.

The contractor shall not be responsible for fixing or repairing major restroom fixtures (e.g. broken stall doors, broken light fixtures, mirrors, hot/cold water faucets or showers.) The restroom “policers” and supervisors shall write up any “major” items using a COTR provided work ticket. Restroom policers/cleaners shall also attempt to unclog any stopped up commodes before doing a work ticket (due to low flow flush valves, commodes can easily become clogged and a quick “plunge” usually frees it.)

4.11 SAFETY for all personnel stationed at or visiting this facility is the primary concern of the government. The contractor, Project Manager, supervisors, employees and sub-contractors shall at all times, take the immediate necessary action(s) to protect all personnel from spills, tripping hazards, water, snow, floor/carpet cleaning operations, or any other task listed in the Periodic and Daily Cleaning Task chart. The contractor’s employees shall take immediate actions to clean, treat, wipe up, rope off or otherwise take control of any situation that endangers, the health or safety of occupants of this facility. The contractor’s employees shall notify the COTR/Assistant COTR, the Building Manager, Security Guards or PM as quickly as possible that such a condition exists. *NOTHING in this paragraph shall be interpreted by the contractor and its employees to mean that they are required to endanger their own health or safety.*

4.12 Terrazzo and marble flooring are located on every floor (except the basement/attic) and shall have a high shine/wet look at all times. The contractor shall ensure all terrazzo/marble cleaning/maintenance/work should comply with specified provisions, practices and recommendations of the National Terrazzo and Mosaic Association, Inc. (NTMA), **www.ntma.com**. This includes using the proper “slip-resistant” sealer, ph neutral cleaners, polishes, grinding/buffing pads, dust mop heads and protection when required.

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## 5 CONTRACTOR PERSONNEL

5.1 PM -The Project Manager shall be responsible for the management and scheduling of all work to be performed under this contract. ***He/she shall possess recent experience in the management of custodial type operations of the approximate size and complexity of this facility.*** The contractor shall provide a current resume to include references for the proposed PM prior to a mandatory interview with the COTR and his/her managers. **The government reserves the right to approve/disapprove the proposed PM for any reason, without question.** Should the PM leave for any reason, his/her replacement shall meet the same requirements. Should the PM fail to meet expectations, the contractor shall be given 7 calendar days notice to find an acceptable replacement and offer to the government a temporary qualified substitute subject to COTR approval. The PM shall be designated in writing by the contractor as the authority to act for the contractor on a day-to-day basis at 1111 Constitution Ave NW. The PM shall be physically located on site a minimum of 9 hours per day (included is lunch and breaks with a starting time no later than 7:00am unless written permission from the COTR is issued) so that they are readily available to deal with the day-to-day operation of this contract. The PM shall be fluent in reading, writing and speaking the English language.

5.2 Supervisors-The contractor shall ensure all supervisory personnel engaged in directing the work to be accomplished under this contract possess at least two years of recent supervisory experience in custodial operations of a similar size and complexity. The contractor shall submit a current resume to the COTR for approval and make him/her available for an interview if the COTR deems it necessary. Supervisors shall be able to read, write and converse in English. Both new and replacement supervisors must meet these qualification standards.

5.3 Utility Persons (UPs) – UPs are subject to COTR approval, shall be assigned and report to the Building Manager's office each morning for work assignments. The contractor shall designate two (2) Ups for 40 hours each regular work week (lunch and breaks are NOT included in the 40 hours). The UPs should be familiar with all aspects of cleaning and the contractor's operations. They shall be able to perform all tasks listed in the contract as well as being able to lift at least 50lbs. UPs will have government furnished radios linking them to the COTR, his Assistants, the Building Manager and other government personnel so they can be notified of and respond immediately to, all emergencies and COTR requests. One UP shall start at 6:00am and the other at 8:00am (unless otherwise dictated by the COTR). Ups shall not take lunch at the same time so that there will be continuous coverage. They will be called upon for most Additional Hour work and should be available to work late and on weekends/holidays with short notice. *The contractor's PM may use the UPs if the COTR/assistant COTRs do not have any assignments for them with, the understanding that they may be pulled at a moment's notice.*

5.4 Other Contractor Personnel – The personnel employed by the contractor shall be capable employees, qualified in custodial type work and able to understand, read and speak basic English. The contractor shall be fully staffed and trained beginning the first day of work under the contract, regardless of lead time for background checks.

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5.5 Home Office – Prior to the first day of on-site contract performance, the contractor shall provide a list of at least two (2) Home office executives, the PM (this could be “acting” until COTR approval) and any supervisors, cellular and home telephone numbers to the COTR for emergency purposes.

5.6 The contractor shall train all employees on the facility fire alarm systems, procedures to follow in the event of fire or other emergency including, the activation of the fire alarm when necessary. The PM will coordinate this training with the COTR; all employees are to receive this training within 10 calendar days after their assignment to duty. The contractor and any subcontractors shall ensure all personnel employ energy and water conservation practices at all times.

5.7. Restroom Policers: **Daytime** restroom policers/cleaners (this includes the Fitness Center, Jogger Showers or any other “gender exclusive” space, shall be of the same gender of the space they are to police/clean.

## 6 SPECIAL REQUIREMENTS

6.1 The contractor shall maintain “professional” standard of employee/subcontractor employee competency, conduct, appearance and integrity and shall be responsible for taking such disciplinary action with respect to its employees as necessary. The contractor shall ensure employees do not disturb papers on desks/surfaces, open desk drawers or cabinets, or use Government telephones/faxes, except as authorized.

Employees shall not eat while on duty, only during authorized breaks or lunch periods, then they shall be in an appropriate/designated area. This is a non-smoking facility.

6.2 The Government reserves the right to specify times certain rooms shall be cleaned.

6.3 Items like large printers and copiers, refrigerators, stoves, sinks, water coolers and microwaves are considered “office equipment” and shall be cleaned on the outside only unless directed by the COTR.

6.4 The contractor shall empty, disinfect and insert new collection bags (specifically designed for sanitary receptacles) in the sanitary napkin receptacles daily. The contractor shall ensure his/her employees are trained and take every precaution in the collection and disposal of used products in accordance with OSHA standards.

6.5 The contractor’s Pest Control Program shall adhere to all EPA, OSHA and all other Federal and Local rules and regulations when using pesticides, baits and traps. Pest Control inside the facility (this includes exterior moats, Service and other Courtyards and roof) shall encompass the removal or termination of any insect, pest, bird or other warm/cold blooded creatures. Outside pest control will NOT include birds unless trapped, injured or dead. The Pest Control person shall be on site from 8:00am to Noon daily and shall provide a 24 hour cell phone/pager number to the COTR. Pest Control shall be available to respond to any emergencies at the building outside their normal hours within 90 minutes of being called/paged.

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**The contractor shall include thirty-six (36) emergency calls in the Basic Services price per year.** The contractor shall ensure that the Pest Control program shall be consistent with Integrated Pest Management (IPM) practices and shall supply all needed pesticides, traps, bait, or other apparatus/materials for said IPM practices. *All “sprays or aerosols” shall only be done after the air-handlers are turned off unless otherwise directed by the COTR.* MSDS sheets shall be provided to the COTR and PM before the start of the contract. The Pest Control person shall submit daily a copy of a COTR approved report for his/her completed work for that day. The contractor shall be responsible for ensuring that any Pest Control products are stored **off-site** and only glue boards and non-chemical items are stored on site in the contractor’s storage space. The contractor shall have one (1) “no-harm” trap on site at all times for any small mammal that may appear.

6.6 Inclement weather/unforeseen circumstances: the contractor shall instruct all employees (except any on the snow removal plan) not to report for work when the OPM closes the Federal government. **Snow-ice removal shall be done whenever it falls regardless of the time of day or day of the week since this facility is manned 24 hours a day. This includes all entrances, sidewalks, disabled ramps, the driveway to the parking garage, the Service Courtyard/loading docking and all Courtyard parking spaces. Snow/ice removal costs shall be included in the “Basic Services” calculation.**

6.7 The contractor shall have trained personnel, all required safety procedures and equipment/supplies in place from day one in case of an emergency that requires blood or other bodily fluids to be cleaned in the facility.

6.8 In the absence of the COTR, the contractor shall first seek out one of the two Assistant COTRs then, the Building Manager or his designated “Acting” Building Manager for consultation to any problem/issue(s).

6.9 Every other year in the first month of the contract, the contractor shall replace shelving paper in cabinets and drawers of the Daycare Center, Health Unit and other “kitchenette” spaces with COTR approved paper.

## 7 SUPPLIES, MATERIALS, EQUIPMENT AND UTILITIES

7.1 Government Furnished Property, Supplies and Equipment:

7.1.1 The government will furnish all property, supplies, and equipment listed in this section. If the property, supplies and equipment are not listed here, the contractor shall be responsible for providing it. Attachment #4 entitled **“Recommended Equipment List”** provides information on what the government anticipates the contractor will need to perform work under this contract. The list is for informational purposes only and the government will NOT provide anything on said list.

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7.1.2 The government will furnish hot and cold water and electrical power (110 volts only) at existing outlets for the contractor to operate such equipment as is necessary in the conduct of its work.

7.1.3 The government will provide limited space within the building. The contractor shall provide the COTR with copies of all room/storage room keys used if not on IRS's master set or combinations should that type of lock be used. The contractor employees will have "shared" access to contractor break rooms and men's and ladies' locker rooms located in the Basement. The contractor shall ensure any government furnished goods are signed for by the PM and kept neat and clean and shall be returned to the government as instructed by the COTR.

7.1.4 The government will provide "limited" space in the building for the storage of supplies and equipment, which shall be used in the performance of work under this contract. The contractor shall maintain this space in a neat, safe and orderly condition at all times. The contractor shall not store any flammable or explosive liquids, such as gasoline in the building (outside storage for these materials is available on a limited basis). The government will not be responsible in any way for damage or loss to the contractor's stored supplies, materials, equipment, etc.

7.1.5 There are "janitor" type closets throughout the building. The contractor shall not "store" equipment or materials in these closets as they are NOT secure and are used by the occupants of the building.

7.1.6 There is no daily on-site parking available for the contractor/PM/supervisors. During snow removal operations, weather alerts or after hour building emergencies, the government will provide parking for the PM in the Service Courtyard provided IRS's Security Office approves the request. At all other times, parking of contractor vehicles shall be the contractor's responsibility.

7.1.7 The government will provide office space, basic office furniture, an IRS computer workstation, printer and an IRS telephone in the PM's office. The contractor shall only use any government furnished property for "official use" only in performing work under this contract. *Telephones supplied by the government are to be used for communications within the building only.* The contractor's employees shall not use government property in any manner for any personal advantage, business gain, or other personal endeavor. The PM and his/her assistants are subject to IRS's security requirements before LAN access can be granted. The computer shall only be used to access email and IRS's Intranet Homepage. The computer shall not be used to access the Internet for any reason.

7.1.8 The government will furnish heating and cooling of space only during normal government working hours unless it is deemed necessary by the COTR and Building Manager.



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7.2 Contractor Furnished Supplies, Property and Equipment

7.2.1 The contractor shall furnish all labor, supervision, supplies, materials, tools and equipment necessary for the performance of all work under this contract unless otherwise specified. These cleaning supplies and materials shall be of a quality to conform to applicable Federal, State and Local specifications/regulations and they shall not damage in any way whatever it is applied to (all costs for repairing/correcting damage caused by the contractor shall be borne by the contractor. **THE CONTRACTOR IS PROHIBITED FROM USING AMMONIA OR AMMONIA BASED PRODUCTS** in this facility unless written permission is given by the COTR.

7.2.2 The contractor shall ensure ALL INDOOR equipment (cleaning or other) is electrical or battery power-driven. The contractor shall NOT use gas, diesel, propane or any other type of “fuel” inside the facility (this includes moats) without prior written COTR approval. *These types of equipment will set off the fire alarm in the building regardless of the type of “scrubber” on them.* The contractor shall furnish all equipment to be used in performing work under this contract. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the safety and suitability requirements appropriate for use per OSHA, UL Label or other appropriate industry standards. In addition the contractor shall have one 55-gallon wet vacuum on wheels with attachments and four (4) industrial type carpet dryers on site and operational at all times.

7.2.3 Uniforms - The PM may wear suitable “business” attire but all contractor supervisors and employees shall wear distinctive uniform clothing for easy identification. The contractor shall submit their uniform design for COTR approval within 7 days of contract award. The contractor shall ensure that every employee is in uniform on the first working day of the contract. Smocks shall not be worn by contractor personnel and the company name shall be displayed above the employee’s waist line. If issued, all contractor personnel shall be required to wear IRS Contractor/Visitor ID badges as part of their uniform while in the facility or on duty. Employees shall not cover their uniform with sweaters or jackets while on duty nor shall they wear hats/caps or sweatbands while on duty (unless the task requires it). The contractor shall provide uniforms to accommodate the weather of the season.

7.2.4 The contractor shall provide all personnel with personal protective equipment required by OSHA or the law. The employees shall have available to them as a minimum, disposable coveralls, disposable shoe/boot covers, gloves, dust masks/respirators, safety glasses, ear plugs, and hard hats.

7.2.5 Telephones - The contractor shall arrange with the telephone company for the installation/service, at the contractor’s expense, for a private outside business phone for the contractor’s use in making calls outside the building, sending/receiving faxes, time clocks or any other purpose.

7.2.6 Supplies – The contractor shall maintain an on-going inventory of all supplies, dispensers and materials sufficient to service the needs of the facility for a minimum period of two (2) weeks.

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7.2.7 Communications - The contractor shall provide and maintain, in proper working order at all times, a system for the immediate paging/communicating of the PM and all supervisors with the COTR and Building Manager's cell phones. Any 2-way **radio** frequency the contractor may wish to use inside the facility shall be approved by the COTR prior to its use as; it may interfere with government frequencies.

7.2.8 Health Safety Alert – The contractor shall comply with OSHA standards and all other Federal, State and local regulations for the purpose of providing safety precautions to all of his/her employees who are subject to occupational exposure to potentially infectious blood, body fluids/waste and/or materials as a result of the custodial work performed under this contract.

7.3 Environmentally Preferable and Biobased Products

7.3.1 The Contractor shall use Environmentally Preferable and Biobased Products and Services. "Environmentally preferable" means that a product or service has a lesser or reduced detrimental effect on human health and the environment when compared with competing products or services that serve the same purpose and Biobased products are commercial or industrial products that are composed in whole, or in significant part, of biological products or renewable domestic agricultural materials or forestry materials. IRS is committed to becoming a "green" bureau and working toward sustainable environmental practice. In an effort to broaden the environmental-preferred perspective for all products and services provided by the Government, the Contractor's products and services should be in accordance with **Executive Order 13423**, "Strengthening Federal Environmental, Energy, and Transportation Management". To the greatest extent feasible, the Contractor shall also use bio-based products. The Contractor's products and services should be in accordance with the guidelines to be issued to implement the **Farm Security and Rural Investment Act, Section 9002 of the 2002 Farm Bill**.

7.3.2 The Contractor shall provide data on the quantity and dollar values of biobased products and recycled content products used in this contract. The data will be submitted to the COTR monthly with the Contractor's invoice for payment of services.

7.3.3 The Contractor shall only use trash bags with at least 25% recycled post-consumer content and also be biodegradable material.

7.3.4 Environmental Alert – The contractor shall comply with EPA regulations and all other Federal, State, and local environmental regulations.

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## 8 SPACE RELATED DEDUCTIONS

8.1 *When blocks of space totaling 4,000 square feet or more are expected to remain unoccupied for 30 calendar days or longer, deductions will be made from the monthly payment due the contractor.*

The COTR will notify the contractor or CO via email of the effective date the area(s) are to be dropped from the normal cleaning schedule and hence not billable . The contractor will notify the COTR should they observe the space being occupied or will start re-cleaning upon COTR notification.

8.2 The 4,000 square feet may be made up of small blocks of space. Subsequent blocks of space less than 4,000 sq. ft. may be added after the initial 4,000 threshold is met.

8.3 The deduction for vacant space will be calculated as follows:

1. For office/common space, the total number of square feet shall be divided by 4,000 to reflect the approximate number of hours the cleaning effort will be reduced. The 4,000 represents the approximate number of square feet an employee clean in a period of one (1) hour. For restrooms and spaces that are “clinically cleaned”, the total number of square feet shall be divided by 300 to represent the approximate number of square feet an employee can clinically clean in a period of one (1) hour.
2. Take the total number of hours as determined in the paragraph above, multiplied by the minimum hourly wage plus benefits for custodians as established by the Collective Bargaining Agreement (CBA) or if none exist, the U.S. Dept of Labor Wage Determination will determine the deduction rate per day.
3. The deduction rate per day (as established above) shall be multiplied by the Number of workdays the space was unusable to the government. *This will determine the total dollar deduction to be taken from that month’s invoice.*

8.4 The Contracting Officer may choose to negotiate a contract modification should a floor, wing or larger area not specifically addressed, becomes un-occupied for a significant period of time.

## 9 SECURITY

9.1 All contractor employees working in this facility shall be required to possess a valid IRS contractor I.D. badge and Proximity card. IRS’s Personnel Security Officer is the final determining official for this requirement.

9.2 Background Investigations: All contractor employees shall be either a U.S. citizen or have “lawful permanent residence” status or they shall not be eligible to apply for an IRS Contractor badge. The PM and Supervisors will be required to apply for a “moderate risk” background investigations so they may have access to IRS’s email and intranet.

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9.3 Wearing of Badges/Building Access: All contractors shall display their IRS contractor badges, picture side out, at all times while in the facility (according to Security Office requirements) and present their badge to the Guard Force, be process through security devices and use their Prox card at the turnstiles upon entering/exiting facility.

9.4 Return of I.D. Media: The PM shall ensure the prompt return of IRS ID badges and Prox cards to the COTR upon an employee's termination from employment.

### 10 DELIVERABLES

10.1 Prior to the start date of the contract, the COTR will meet with the contractor to provide the required paperwork for unescorted access in the facility (the contractor is put on notice that the IRS reserves the right to change this criteria at any time). It is the contractor's responsibility to assist their employees in correctly entering their data on a "computerized" form for processing new and "re-certification" applications.

10.2 The contractor shall deliver daily by 7:30am to the COTR's office, all inspection reports with attachments, GSA's Form 3638 Pest Control Work (or a COTR approved substitute), and completed "work tickets" from the previous day. Work tickets shall be initialed, dated and the time completed put on it by the verifying PM/Supervisor.

10.3 Each contractor employee, including subcontract employees (except for trash/debris removal) shall sign in when reporting for duty and sign out when leaving the facility. GSA Form 139 (Record of Time of Arrival and Departure from Buildings) or other COTR approved form, shall be used by contractor personnel and turned in the following day (it shall include the "Night Shift" employees and supervisors.)

10.4 Work Tickets and Government Inspection Reports – The contractor shall address, correct or both, all work ticket requests and findings on the government's inspection reports no later than 24 hours after it has been received (either electronically or hard copy) then return the ticket/report with the initials, time of day and date of the supervisor that verified the deficiencies were corrected or the work was completed.

10.5 The contractor shall submit within 2 working days of the contract start date, a snow removal plan for COTR approval. Contractor personnel with assigned daily duties shall NOT be part of this plan unless it addresses who and how their daily duties will be accomplished.

10.6 The PM shall draft a memorandum for COTR approval/signature, notifying all offices of when they are scheduled for Periodic work at least 5 working days in advance. The contractor is responsible for delivery of the memoranda once approved. For any Periodic cleaning in executive office spaces, the PM shall meet personally with the executive's staff to coordinate the cleaning schedule to ensure no interruptions to the those offices.

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10.7 Additional Services for this acquisition are intended to be used to satisfy the government's short term, non-recurring needs for service (e.g. basement flooding after normal hours), other than Basic Services. The contractor shall supply normal materials and equipment for said Services.

10.8 Asbestos Awareness: as a Historical Building built in the late 1920's & 1930's this facility contains some asbestos. The contractor shall provide at the contractor's expense, Annual "Asbestos Awareness" training within 30 days of the contract starting date to satisfy OSHA and EPA regulations for this facility. At a minimum all Supervisors (including the PM), Utility Persons, floor care personnel (and any other employee they deem necessary that would go into the attic, mechanical rooms and sub-basements to work.) shall attend this training along with the COTR, his Assistants and any other personnel the Gov't deems necessary. The Government will provide an appropriate size conference room for this training. The contractor shall provide all employees training as necessary for the performance of the work in this contract. Training shall include all applicable OSHA requirements and other industry standards.

10.9 Within 3 days of the contract starting day, the contractor shall submit a trash pickup schedule for all floors (all interior trash cans in the building shall be emptied at least once a day), a schedule of daily cleaning for all floors and the first month's schedule of periodic cleaning requirements with days/dates and timeframes. This schedule shall be resubmitted to the COTR whenever the contractor makes a change to the schedules and by the end of the 1<sup>st</sup> month for the remaining Periodic Cleaning Task Chart requirements. *On the first of every month, the contractor shall provide the COTR with a staff listing of all employees and floaters.*

10.10 The contractor's employees shall initial and enter the time on the "Restroom Service Log" when they complete the policing/cleaning of the restroom. The contractor shall not falsify this sheet for any reason should a policing be missed. The contractor shall post monthly, update daily and keep file copies of Attachment 4, Restroom Service Log. The COTR will instruct the PM on what time policing shall be completed. No logs will be placed in private restrooms.

10.11 The contractor shall submit their plan for recovering "recyclables" from the Government's "Debris" within the first 30 days from the start date of the contract for COTR approval. The government will **NOT** separate, take apart, break down, etc. any "debris" prior to the contractor picking up, nor will the government look for any rebate, refund or reimbursement from the contractor from said "debris"